

2016-2017 Renewal Application – SCHOOL-AGE

SECTION 1 - Contact Information

School Name	
Site Address	
City, State, Zip	
Mailing Address	
City, State, Zip	
School Director	
Telephone	
Contact e-mail	
Districts which contract with you:	

CHECK the renewal category for which you are applying:

School-Age ONLY

Preschool AND School-Age

CHECK any other category that applies to your school:

Private Alternative

Long Term Care or Treatment facility

Other: _____

All grades served: _____ (Preschool, Pre-K, K-4, 9-12, etc.)

SECTION 2 – Documentation Due for 2016-17 Renewal

To help ensure that approved private schools applying for renewal continue to meet updated Oregon educational, health, and safety standards, please submit the school's most current documentation for each item listed below. Thank you.

- 1. **Commercial general liability insurance (3)(b)(A).** The private school itself has in effect *commercial general liability insurance* with policy limits of at least \$500,000 per site. Documentation must include: a) name of the company, b) policy number, c) policy limits (minimum \$500,000 per site), and d) effective term of the policy (including expiration date). **The name and street address of the school must appear on the insurance document.** (Note: If the insurance coverage will expire during the approval year, proof of renewed coverage must be submitted to maintain approval.)
- 2. **Fire codes (3)(a)(A):** Submit documentation from local or state fire marshal verifying that the school's **annual** inspection and correction of any violations noted in the inspection.
- 3. **Health standards (3)(a)(C):** Submit verification from the local county health department of **annual** inspection and correction of any violations related to environmental health, food service, and communicable disease.
- 4. **Emergency plans and safety programs (3)(a)(D):** Submit copies of emergency plans and safety programs. OAR 581-022-1420.
- 5. **Policy of nondiscrimination (3)(b)(C):** Submit copy of the school's policy of nondiscrimination policy of equal opportunity in employment and enrollment.
- 6. **Procedures for staff hiring and evaluation:**
 - a. **References (3)(b)(B)(i):** Submit copy of official policies and procedures requiring careful checking of personal and professional reference for all potential employees.
 - b. **Criminal background check (3)(b)(B)(ii):** Submit copy of policies and procedures that require criminal background checks in compliance with ORS 181A.590 ORS 329A.257 for all potential employees.
 - c. **Staff evaluations (3)(b)(B)(iii):** Submit copy of procedures requiring regular schedule of staff evaluation of competencies of all employees to work with children.
- 7. **Human Sexuality Education plan (3)(a)(D):** **Submit** copy of plan. See OAR 581-022-1440.
- 8. **Hours of instruction (3)(b)(D):** Documentation that the private school provides hours of instruction that meet state standards. OAR 581-022-1620.
- 9. **Diploma Requirements (3)(b)(E):** If applicable, documentation that the private school grants credit toward high school graduation consistent with OAR 581-022-1130 Diploma Requirements, and OAR 581-022-1350 Alternative Education Programs or, if appropriate, an alternate document of completion as permitted under ORS 343.295.
- 10. **Required only if remodeled during 2015-16: Facility occupancy and use (3)(a)(B):** Copy of verification that facility meets standards set forth by appropriate local building inspector.

SECTION 3 – Assurances per OAR-015-2270 (3)(c), that the private school:

- Uses curriculum content, teaching practices and equipment that do not violate the constitutional prohibition on religious entanglement.
- Implements the special education services as described in each child's individualized education program in accordance with the contract between the private school and the placing school district.
- Maintains the confidentiality of student records consistent with state and federal laws relating to student records.
- Notifies the Department and the contracting public agency of any written complaint it receives concerning the special education programs and services being provided.
- Notifies the contracting public agency of the need for any change in a child's educational program and does not make changes in a child's IEP or special education program or services, or placement, unless the contracting school district consents to the changes.
- Initiates and convenes IEP meetings only when this assistance is requested by a written agreement with the contracting school district in accordance with OAR 581-015-2265.

- Evaluates a child only when this assistance is requested by a written agreement with the contracting school district.
- Has at least one individual qualified to provide special education and licensed according to rules established by the Teacher Standards and Practices Commission available to serve the population of students described in the application.
- Ensures that students have the opportunity to participate in district-wide and state-wide assessments of student achievement.
- Will forward a program change request to the Oregon Department of Education to amend the school's approved application prior to implementing the change. A major program change consists of any change in the information contained in a private preschool's application that would affect the preschool's approval or disapproval under this rule.

I certify that: _____	
School Name	
<ul style="list-style-type: none"> ▶ Has provided documentation requested in Section 2. ▶ Maintains evidence of compliance with the requirements in Section 3. 	
_____	_____
Print Name of Administrator	Title
_____	_____
Signature of Administrator	Date

By signing above, you are assuring that your school meets each requirement listed, has submitted requested documentation, and, upon request, can provide evidence of meeting the requirements in Section 3.

For questions regarding the application form or renewal process, please contact Carol Stoddard, carol.stoddard@state.or.us.

For questions regarding requirements, please contact Rae Ann Ray, 503-947-5722, raeann.ray@state.or.us.

Please return all three (3) pages and provide ALL documents required.
Keep copies for your records. Incomplete applications will not be approved.

Renewal forms may be mailed, faxed, or scanned and e-mailed to:

Postal Mail	Fax	E-mail
ODE/Student Services Attn: Carol Stoddard 255 Capitol St NE Salem OR 97310	503-378-5156 Attn: Carol Stoddard	To: Carol.stoddard@state.or.us CC: raeann.ray@state.or.us Subject: Private School Renewal

For ODE Use Only			
Reviewer: _____ <div style="text-align: center;">Signature</div>	[]	Application incomplete: _____	
	[]	Documentation provided: _____	
Approver: _____ <div style="text-align: center;">Signature</div>	_____	Date	[] Approve [] Disapprove
Notes:			